

OTHER SCHOOL PERSONNEL INSTRUCTIONS School Year 2007-2008

TABLE OF CONTENTS

Add Other School Personnel Staff	1
Updating Other School Personnel Position FTE	8
Running a Report	9

Personnel information is part of the annual fall accreditation reporting process. This menu will only be available to the following districts:

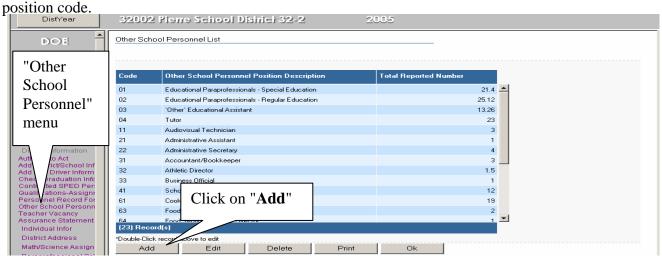
10-Public School Districts

40-Cooperatives and Multi-Districts

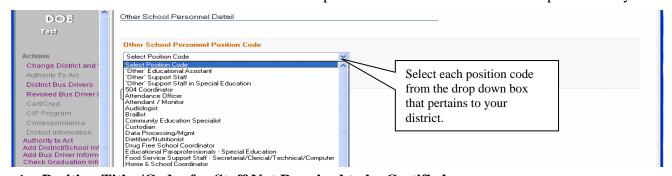
80-Special Populations

Adding Other School Personnel Staff

STEP #1: Click on "Add" to report the total district full time equivalency (FTE) for a selected



<u>STEP #2:</u> Select each Position Code from the drop down box that pertains to your district. Include only filled positions during the **school year**; exclude contract positions; exclude vacant positions; exclude volunteers. For example, a person is assigned bus mechanic during the school year and custodian in the summer. The district should report the FTE for the bus mechanic position only.



1. Position Titles/Codes for Staff Not Required to be Certified

Contact: Nick Carda 773-4638 Page 1 Other School Personnel.doc E-Mail: Nicholas,Carda@state.sd.us 08/30/2007

- a. **Instructional Paraprofessionals -** Instructional aides are staff members assigned to assist a teacher in activities requiring minor decisions regarding students, and in such activities as monitoring, conducting rote exercises, opening equipment and clerking.
 - 1) 01 Educational Paraprofessionals Special Education
 Paraprofessionals and assistants who are appropriately trained and supervised may
 be used to assist in the provision of special education and related services to
 children with disabilities under Part B of the Individuals with Disabilities
 Education Act. At a minimum, the following standards must be met:
 - a) Paraprofessionals must have a high school diploma or GED;
 - b) Paraprofessionals must work within defined roles and responsibilities as identified by the school district;
 - **c)** Paraprofessionals must work under the supervision of, and be evaluated by, certified staff.
 - 2) 02 Educational Paraprofessionals Regular Education
 - 3) 03 "Other" Educational Assistant
 - 4) 04 Tutor
- b. **Library/Media Support Staff -** Staff members who render other library or media services, such as preparing and caring for and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately or as part of an instructional materials center).
 - 1) 11 Audiovisual Technician
- c. **District Administrative Support Staff -** Staff members who provide direct support to school district administrators, including secretarial and other clerical staff.
 - 1) 21 Administrative Assistant
 - 2) 22 Administrative Secretary
 - 3) 23 Other Clerical Staff
 - 4) 24 Data Processing/Mgmt
 - 5) 25 Purchasing Agent
 - 6) 26 Warehouse Administrator
- d. **District/School Administrators -** Staff members who provide administrative duties with the district such as fiscal, human resources, etc.
 - 1) 31 Accountant/Bookkeeper
 - 2) 32 Athletic Director
 - 3) 33 Business Official
 - 4) 34 Program Director/ Supervisor
 - 5) 35 Program Director/ Supervisor Assistant
 - 6) 36 Technology Coordinator
 - 7) 37 "Other" District Administrator
- e. **School Administrative Support Staff -** Persons whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons, including clerical staff and secretaries.
 - 1) 41 School Secretary
- f. Food Service
 - 1) 61 Cook/Baker

This employee is directly responsible for preparation of food items. Minimal amount of time spent on record keeping. Reports to manager or director.

Contact: Nick Carda at 773-4638 Page 2 Other School Personnel.doc E-Mail: Nicholas.Carda@state.sd.us 08/30/2007

- 2) 62 Dietitian/Nutritionist
 - Licensed nutritionist or registered dietitian involved in menu planning and/or oversee program administration or operation.
- 3) 63 Food Service/Kitchen Manager
 - This employee is responsible for one physical preparation or service site. Reports to a director/administrator in systems with more than one physical site. In large single-site operations, reports to other administration. Main portion of work is administration.
- 4) 64 Food Service/Program Director
 - Single person at district/school responsible for supervision of food service related activities at more than one physical preparation and/or service site or at single-site operations has been given responsibility and authority for total operation of food service program. May or may not be considered part of "administrative team" at district level. Titles might include nutrition or program director, dietitian, etc
- 5) 65 Food Service Worker
 - Time is spent on various food service responsibilities that may be combined including serving, assisting cooks, dishwashing, janitorial, and/or meal delivery. Minimal amount of time spent on record keeping. Reports to manager or director
- 6) 66 Food Service Support Staff Secretarial/Technical/Computer Time spent on various food service related responsibilities such as ticket sellers, menu analysis (computerized or manual), processing applications for free and reduced price meals, food-service accounting, secretarial. Title might include office worker, administrative staff, secretary, accounting assistant, etc.
- 7) 67 Special Education Specialized Food Service Worker Personnel who provide specialized or supportive services required to assist in the meal service for children with disabilities. This could include such personnel as a dietician planning students' meals.
- g. **Student Support Staff -** Professional and supervisory staff providing non-instructional services to students. Includes attendance officers, staff providing health, psychology, audiology, or social services; and supervisors of the preceding staff and of health, and transportation.
 - 1) 70 504 Coordinator
 - Collaborative teacher that implements the 504 plans for regular education students to make sure those students receive their services. This includes home visits at times. The majority of her duties include home school coordination but it also includes the TAT (Teacher Assistance Program) which is the referral process, behavior plans, etc
 - 2) 71 Attendance Officer
 - 3) 72 Attendant / Monitor
 - 4) 73 Audiologist
 - Certified, licensed, or otherwise qualified professional who provides the following services:
 - a) Identification of children with hearing loss;
 - b) Determination of the range, nature, and degree of hearing loss, including referral of medical or other professional attention for the habilitation of hearing;

Contact: Nick Carda at 773-4638 Page 3 Other School Personnel.doc E-Mail: Nicholas.Carda@state.sd.us 08/30/2007

- c) Provision of habilitative activities, such as language habilitation, auditory training, speech reading (lipreading), hearing evaluation, and speech conversation;
- d) Creation and administration of programs for prevention of hearing loss;
- e) Counseling and guidance of children, parents, and teachers regarding hearing loss; and
- f) Determination of the children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification."
- 5) 74 Community Education Specialist
- 6) 75 Home & School Coordinator
- 7) 76 Interpreter

A certified, licensed, or otherwise qualified staff member who

- a) provides translation between spoken and manual (sign language) communication,
- b) translate spoken material into sign language for hearing impaired students; and
- c) interprets sign language of hearing impaired students into oral language for hearing individuals or others not conversant in sign language.
- 8) 77 Licensed Psychologist

If certification is through the Accreditation and Teacher Quality, encode a personnel record form and do not report the FTE in this menu. If the certification is through a different entity, then report the FTE in the "Other School Personnel" menu. Certified, licensed, or otherwise qualified professional who provides the following services:

- a.) Administering psychological and educational tests, and other assessment procedures;
- b.) Interpreting assessment results;
- c.) Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning;
- d.) Consulting with other staff members in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, and behavioral evaluations; and
- e.) Planning and managing a program of psychological counseling for children and parents...."¹

¹This would also include pre-referral activities performed in evaluating children suspected of having disabilities.

9) 79 - Occupational Therapist

Certified, licensed, or otherwise qualified professional who provides the following:

- a) Improving, developing or restoring functions impaired or lost through illness, injury, or deprivation;
- b) Improving ability to perform tasks for independent functioning if functions are impaired or lost; and
- c) Preventing, through early intervention, initial or further impairment or loss of function."
- 10) 80 Physical Therapist

Certified, licensed, or otherwise qualified professional who provides the following services:

Contact: Nick Carda at 773-4638 Page 4 Other School Personnel.doc E-Mail: Nicholas.Carda@state.sd.us 08/30/2007

- a) Screening, evaluation, and assessment of children "... to identify movement dysfunction;
- b) Obtaining, interpreting, and integrating information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems; and
- c) Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems."
- 11) 81 Plant Engineer
- 12) 82 School Nurse
- 13) 83 Supervisor, Bldg. & Grounds
- 14) 84 Transportation Supervisor
- 15) 85 Special Education Social Workers

Certified, licensed, or otherwise qualified professional who provided the following services:

- a) Preparing a social or developmental history on a child with a disability, ,1
- b) Group and individual counseling with the child and family;
- Working in partnership with parents and others on those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school; and
- d) Mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program;...."

These services are provided by the staff member and documented on the student's individual education plan (IEP) by goals and instructional objectives.

¹This would also include pre-referral activities performed in evaluating children suspected of having disabilities.

- 16) 86 Special Education Recreation and Therapeutic Recreation Specialist Certified, licensed, or otherwise qualified professional who provides the following services;
 - a) Assessment of leisure function;
 - b) Therapeutic recreation services;
 - c) Recreation programs in schools and community agencies; and
 - d) Leisure education."
- 17) 87 Rehabilitation Counselor

Certified, licensed, or otherwise qualified professional who provides services "...in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability. The term also includes vocational rehabilitation services provided to a student with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended."

18) 88 - Special Education Work Study Coordinator (Job Coaches)
Personnel that plan and conduct special education work-study programs, confers
with school and community personnel to impart information about the program and
to coordinate program functions with related activities. These personnel are
typically non-certified through the Department of Education. They may have
certification through the Department of Rehabilitation Services after completing the
approved training.

Page 5

Contact: Nick Carda at 773-4638 E-Mail: Nicholas.Carda@state.sd.us

Other School Personnel.doc 08/30/2007

- 20) 89 Drug Free School Coordinator
- h. **All Other Support Staff -** Support staff not reported in other categories, such as, data processing, plant and equipment maintenance and security.
 - 1) 92 Bus Mechanic
 - 2) 93 Custodian
 - 3) 94 Data Processing / Support
 - 4) 95 Grounds Keeper
 - 5) 96 Printer
 - 6) 97 Security Personnel
 - 7) 98 Vehicle Operator
 - 8) 99 "Other" Support Staff
- i. Other Professional and Non-Professional Staff in Special Education Professional staff whose activities are providing special education and related services for children with disabilities ages 3-21. Include the personnel who provide specialized health services such as nurses or psychiatrists. Non-professional personnel would include the personnel not already reported in this report who provide special education and related services for children with disabilities ages 3-21.
 - 101 Non-Professional Staff in Special Education
 Not fully certified refers to personnel employed who were employed on an emergency, provisional, or other basis and who do not hold standard State certification or licensure for the position to which they are assigned or do not meet other existing State requirements for the position held.
 - 2) 102 Other Occupational Technicians Professional personnel who "performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree or its equivalent obtained through special study and/or experience, but not necessarily requiring skills in the field of special education. The professional provides special education and related services for children with disabilities, ages 3-21. These professionals should not be reported elsewhere in this collection. Ie: A professional that repairs, designs or programs adaptive equipment.
 - 3) 103 Psychiatrist
 - A psychiatric evaluator must be a psychiatrist licensed by the State Board of Medical and Osteopathic Examiners in South Dakota." These services are provided by the professional and documented on the student's individual education plan (IEP) by goals and instructional objectives
 - 4) 104 Special Education School Nurse "School health services" provided by a qualified school nurse that is fully certified through the South Dakota Board of Nursing.
 - 5) 105 "Other" Support Staff in Special Education
 Non-professional personnel who provide special education and related services for
 children with disabilities, ages 3-21. The non-professionals should not be reported
 elsewhere in this collection. Do not include special education aides or
 paraprofessionals as they are reported in the Instructional Aides menu.
 - 6.) 106 Special Education Department Manager
 Professional personnel who supervise a special education department and provide
 no direct special education and related services to children with disabilities ages 321. The Special Education Department Manager is under the supervision of the

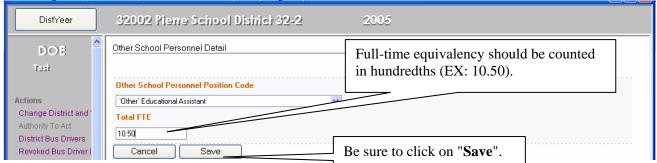
Page 6

Contact: Nick Carda at 773-4638 E-Mail: Nicholas.Carda@state.sd.us

- Special Education Director. DO NOT use this position title/code for reporting a special education director position.
- 7.) 107 Special Education Bus Drivers not required to have a CDL Personnel who provide specialized pupil transportation as per a student's individual education plan (IEP) indicated as transportation as a related service. Personnel is not required to have a CDL due to the vehicle used for transportation purposes (i.e.: small passenger van or car), but must have a valid drivers license.
- 8.) 108 Braillist
 Professional personnel who transfer written script to Braille script for use by students with visual impairments or blindness.
- 9.) 109 Orientation and Mobility Specialists

STEP #3: The Total FTE Counts for staff categories must be reported to the nearest hundredth.

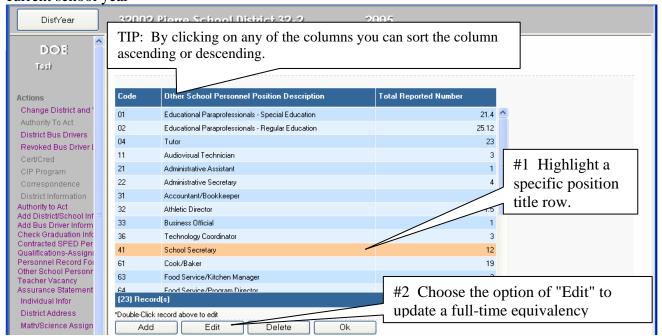
- 1. Count part-time staff in terms of full-time equivalency. Full-time equivalency should be counted in hundredths. For example, if a position is filled by two part-time persons, each working one half day, count each as 0.50.
 - (a) A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 6 hours per day as a bus mechanic and 2 hours per day as a custodian should be counted 0.75 for the bus mechanic position and 0.25 for the custodian position.



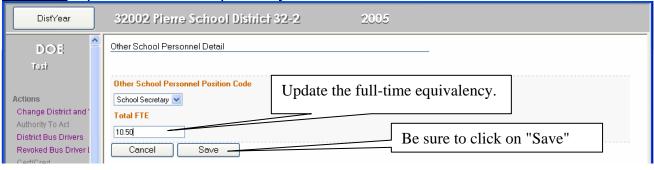
STEP #4: Be sure to click on "Save". Continue with the above steps to add the next position.

Updating Other School Personnel Position FTE

Contact: Nick Carda at 773-4638 Page 7 Other School Personnel.doc E-Mail: Nicholas.Carda@state.sd.us 08/30/2007 **STEP #1:** If the position was reported last year, their position FTE information was populated to school year 2007-2008. Once you add a position title you can **not** add that position title again. You have to edit the position title. If you accidentally keyed in the wrong full-time equivalency, highlight a specific position title row and choose the option of "Edit" to update a full-time equivalency for the current school year



STEP #2: Update the full-time equivalency.



STEP #3: Be sure to click on "Save".

STEP #4: Continue to above steps to update the position FTE for ALL positions reported last year.

Running a Report

Contact: Nick Carda at 773-4638 Page 8 E-Mail: Nicholas.Carda@state.sd.us Other School Personnel.doc 08/30/2007

SUGGESTION: Print the "Report: FTE Summary of 'Other Staff"".

